



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT

SECRETARIES' MEETING

Tuesday, August 29, 2013
9:00 am, 1704 EWD Conference Room

<u>Members Present:</u>	<u>Members Not Present</u>
Frances Arce-Gomez Vicky Figueroa Rhonda Ruiz Sandie Noel Patricia Robles, Recorder Efrain Silva, Chair Analisa Veliz	Lency Lucas

Unadopted Minutes

1. Call to Order

The meeting was called to order at 9:35 am by Efrain Silva.

2. Instructor Office Hours

Efrain Silva said that instructors need to submit their office hour schedules and they need to be posted on their office door. A minimum of four office hour per week are required, no less than half an hour per day, and must be spread out in four days. For instructors teaching online classes, there is more flexibility and Efrain Silva will get the specifics on those requirements.

3. Lottery Funds

Efrain Silva asked that each program submit their lottery requests (both instructional supplies and equipment) to Patty Robles by next Tuesday, September 3rd. The requests will be submitted to Instructional County and reviewed at the Thursday, September 5th meeting

4. CTE Program Review (Ed Code §78016)

All Career Technical Education (CTE) programs are required by CA Ed Code to complete a program review every two years confirming if each program:

- Meets a documented labor market demand.
- Does not represent unnecessary duplication of other manpower training programs in the area.
- Is of demonstrated effectiveness as measured by the employment and completion success of its students.

Vicky Figueroa is working on completing the programs' preliminary reports, which will be handed out at the September 24th mandated meeting. The preliminary reports will include data such as employment, enrollment, completion, persistence, and labor market info. The programs will then need to complete the remaining part of the reports by October 24th. Efrain Silva will then review the reports and provide an analysis and recommendation. We will be looking at number of certificates and degrees, FTES/FTEF (productivity data), and SWOT analyses.

Efrain Silva said that these program reviews may be used as the basis for the college mandated/comprehensive program reviews. Resource requisition is not required for this program review, but is required for the college comprehensive program review.

Patty Robles mentioned that this CA Ed Code 2-year program review is only for CTE programs; therefore, the Exercise Science, Wellness, and Sports Department programs are not required to complete this. However, they will be required to complete the regular college mandated program reviews as specified by the Instruction Office.

5. Department Reports

Community Services

Non-Credit courses began concurrent with Credit courses this semester, and did not seem like a good idea. The minimum number of students required to keep a class is 10-15.

Industrial Technology

Child Development

Lency Lucas stated that there seemed to be a large number of drops this semester. They are at capacity based on the number of staff, but if had more staff could increase the number of children accepted. Right now there are 16 children per classroom (there used to be 24 when the department had more staff). The Infant/Toddler Center is okay, but the Preschool could use additional staff and more children if more staff is added.

A new program will be accepting part-time preschool children from the community. The only requirement is that applicants must be income eligible. However, it may be difficult to recruit applicants since it will only be for part-time services.

Lency Lucas said Foster Care classes are continuing. She is currently translating due to community need, but a translator is needed.

Lency Lucas said that there are staffing issues when the cook is out. She has had to do the cooking, which is not part of her job and causes her to get behind on her work. But the children need to be fed and that becomes a priority.

Efrain Silva reported that funding has been procured for the Child Development salaries and benefits for 12-13.

WIA Programs

Analisa Veliz has closed out the WIA EMT 2 program. She is working on the WIA Dental Assistant program, which finishes in December 2013.

Exercise Science, Wellness, and Sports

Sandie Noel reported that there is a new FT temp, Enrique Lechuga, who is a professional baseball player, and a new Women's Basketball Head Coach, Donnye Ross.

She said that all home games are now in Banner.

Public Safety

Rhonda Ruiz said that enrollment is good in the POST program. Pompeyo Tabarez told her to contact the Calexico Police Department if we need any type of support.

EWD Division Office

The Perkins CTEA Final Report for 12-13 is almost completed; it is due at the end of August. The following programs did not submit their reports to our office: Air-Conditioning and Refrigeration, Building Construction Technology, and Water Treatment Systems Technology. Efrain Silva will complete those. Patty Robles is working on the budget portions and inputting the information online.

6. EWD Newsletter

Patty Robles passed out a draft of the next EWD newsletter and asked everyone to send her additional stories or revisions.

7. Other

Syllabi

Syllabi must be uploaded to the syllabi site on the IVC webpage.

Part-time Faculty Offices

Patty Robles reported that the part-time faculty members have a computer lab that they can use in the 800 Building. It is equipped with computers, printers, and internet access. Instructors need to get a code to enter the lab from the PT Faculty Association.

Dean Out of Office

The dean will be out of the office this Friday and all next week.

Advertising

Vicky Figueroa mentioned that the City of El Centro website and the Adelante newspaper offer free advertising. Patty Robles will look into advertising the Career Fair thru these media services.

8. Next Meeting

The next meeting is scheduled for Thursday, September 19, 2013 at 9:30 am in the 1704 EWD Conference Room.

9. Adjourn

The meeting was adjourned at 10:00 am by Efrain Silva.